



# OCAV Workplace Diversity & Inclusion Policy

## 1. Introduction

Diversity and inclusion sit at the core of OCAV's values and is central to our vision of being the benchmark provider of affordable, independent community living. OCAV is committed to building and nurturing a team that is representative of the communities in which we live and work.

Our culture thrives on mutual respect, teamwork and diversity of thought in the workplace among people who are diverse in work background, experience, education, age, gender, race, national origin, physical abilities, religious belief, sexual orientation, gender identity, and other real and perceived differences.

We believe that our commitment to diversity and inclusion creates a distinct advantage and will continue to produce an innovative, responsive and customer focused organisation.

This Policy applies to the OCAV Council, all employees and volunteers.

## 2. Objective

OCAV is committed to providing an organisational culture and workplace that fosters diversity and inclusion across all levels of the association. We will achieve this through eliminating stigmas and limitations, and creating a culture of inclusion through the promotion of education, awareness and mutual understanding. Each and every one of us takes responsibility for fostering a culture of diversity and inclusion, and demonstrating behaviours consistent with our strategy.

Our strategy is focused on three primary objectives that enable us to create a diverse and inclusive workforce:

- An inclusive and representative workforce at all levels of the association
- Visible leadership and sustained commitment to fostering an inclusive culture free from discrimination, sexual harassment, workplace bullying, harassment and victimisation

- Recognising and supporting team members with differing needs

### **3. Principles**

#### **3.1 *Our commitment***

OCAV will not tolerate discrimination, harassment, workplace bullying or victimisation in the workplace.

It is our policy to treat all employees, prospective employees, agents, contractors, volunteers, customers or suppliers fairly and equally regardless of their race, colour, sex, sexual preference, age, physical or mental disability, marital status, family or carer's responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

#### **3.2 *Recruitment and Selection***

OCAV fosters a culture where applicants are recruited, developed and promoted on the basis of merit and their alignment to our values.

We are committed to ensuring that recruitment and selection practices are transparent and equitable. This involves ensuring that qualified applicants from a diverse range of backgrounds have the opportunity to apply and be considered for available roles, and that there is no discrimination.

#### **3.3 *People Development***

OCAV encourages and supports growth and development opportunities for our people to help them reach their full potential. Our talent management and succession planning processes identify and develop high potential talent from a range of backgrounds.

We aim to attract and retain an appropriate mix of diversity, skills and experience at all levels including senior management roles and on the OCAV Council, to actively facilitate a more diverse and representative workforce and management structure.

### **3.4 Flexible Work**

OCAV is committed to supporting our people to balance their work, personal lives and responsibilities.

We provide a workplace that supports team members to access and utilise paid parental leave, part-time, job-share, and other flexible working arrangements.

### **3.5 Inclusive Culture**

OCAV is committed to creating a sustainable and inclusive environment for our people and the communities in which we work. This includes policies and behavioural expectations to keep our workplace fair and encourage a culture of mutual respect. We also maintain a focus on the physical and mental wellbeing of our people.

Our inclusive culture is strengthened through encouraging and recognising creativity, innovation and thought leadership.

## **4. Responsibilities**

The OCAV Council is responsible for establishing measurable diversity and inclusion objectives and reviewing progress in achieving these objectives on a biennial basis. Review of this policy will incorporate analysis of activities/achievements and include input from key stakeholders.

The Executive team is responsible for implementing initiatives to achieve diversity and inclusion objectives set by the Council and to periodically report on progress in achieving those objectives.

Managers and team leaders are responsible for ensuring their management practices and behaviours are consistent with the principles set out in this policy.

Team members are responsible for ensuring their behaviour is consistent with the principles set out in this policy.

**5. Supporting policies**

Equal Employment Opportunity Policy

Bullying and Harassment Policy

Employee Code of Conduct

**6. APPROVAL**

Approved by Council: 2 December, 2019

Review date: 2 December, 2021